

South Carolina Department of Social Services
Child Care Regulatory Services
CONSENT TO RELEASE INFORMATION

This serves as my consent to authorize the South Carolina Department of Social Services Office of Child Care Regulatory Services to conduct a search of the Central Registry of Child Abuse and Neglect and the Sex Offender Registry on myself. I understand that the information may prove unfavorable to me. I agree to hold any source of information, SC DSS and its staff harmless from liability associated with the release of information I have requested using this form. I understand that information provided on this form will be released to the individual/organization listed below. This consent is effective for a search of the Central Registry for the purpose of working in any child care facility in the State. If it appears to me that the information in the Registry has not been updated or is inaccurate, I will notify the Department immediately.

Name of Child Care Facility: _____

Name of Director/Operator: _____

Facility Address: _____

City: _____ State: _____ Zip: _____ County: _____

Mailing Address: (If different from physical address) _____

City: _____ State: _____ Zip: _____ County: _____

Check One: ☐ NEW Staff Member ☐ RENEWAL

Please Print or Type: (Complete spelling of entire name required; no initials.)

Name: _____ DOB: _____ Sex: _____
Last First Middle

Maiden/Former Name: _____ Race: _____ SSN: _____

Current Address: _____

Previous Address: _____

Signature of Applicant Date

Witnessed by the Director/Operator Date

IMPORTANT NOTE: Submit check payable to SC DSS (\$8 per form) and this form to Child Care Regulatory Services Central Office for processing. (DSS Child Care Regulatory Services Central Office, 2638 Two Notch Road, Suite 200, Columbia, SC, 29204) Sending this form to an address other than this will delay the processing of your application to be employed in a child care facility.

Results of Search of the Central Registry of Child Abuse and Neglect
(This section to be completed by authorized DSS employee only.)

- ☐ The name is not listed as a perpetrator in the Child Abuse and Neglect Central Registry.
- ☐ The name is listed as a perpetrator in the Child Abuse and Neglect Central Registry. According to state law, being named as a perpetrator prohibits an individual from being a licensed foster parent or operating or working in a child day care facility or being employed, operating or volunteering in a residential child care facility. Further, being a perpetrator may affect an individual's capacity to adopt a child.
- ☐ Your request has been received. Please allow an additional 30 to 60 days to process your inquiry.
- ☐ Other – See attached correspondence for additional information.

Central Registry Check Completed by: _____ Date
Authorized DSS Employee

Results of Search of the Sex Offender Registry

- ☐ Name not found in the Sex Offender Registry.
- ☐ Name found in the Sex Offender Registry.
- ☐ Written notification sent to Director/Operator.

Sexual Offender Registry Check Completed by: _____ Date
Authorized DSS Employee